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~~CONFIDENTIAL~~

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22-6-1845

JAN 5 1955

**RESTRICTED DISSEMINATION**

**JOHN W. FOBBS, Chief, Management Staff**

SUBJECT : The Records Center (TRANSFER OF INFORMATION)

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1. On the occasion of the transfer of the Records Center now located in [REDACTED] [REDACTED] please transfer the operating jurisdiction from the Records Management Division of the Management Staff to the [REDACTED]. This means the transfer of the personnel involved, as well as all of the budgeted funds.

2. The Records Management Division of the Management Staff will then be responsible solely for staff supervision. This means to insure by observation physically, and statistically, if desirable, that the technical features of this operation conform to Agency policy and Federal legislation as applicable.

3. It will follow from the above that in the preparation of the annual budget for this operation at [ ] concurrence must be secured from the Chief, Management Staff in order that policy and technical responsibilities are taken into proper account. Also, the overall responsibility for delivery of file material from [ ] to a requesting Agency component rests with the Logistics Office until [ ] is in a position to assume this function.

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IN CLASS 1 CLASS 1 CLASS 1 CLASS  
NEXT REV DATE 10/2000 10/2000 10/2000  
NO. 1000 1000 1000 1000  
REV CLASS C REV COORD ORG COM ORG CLASS S  
TYPE DOC. 02 TYPE REC. 02 TYPE CHG. 02 TYPE ORG CLASS S

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for L. L. WHITE  
Deputy Director  
(Administration)

cc: Assistant Director for Personnel  
Comptroller  
Logistics Office

Originating Office: Chief, Management Office  
Retyped: SA/DDA:WHM:hh (3 Jan 55)

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